

THE MICHIGAN DEPARTMENT OF CIVIL SERVICE IS ACCEPTING APPLICATIONS FOR SUPERVISORY EXAMINATION

No. 9031

— A Written Test is Required —

All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment.

Applicant pools will be maintained for the following job titles:

Job Titles	Min Hourly Rate as of 10/1/2002	Max Hourly Rate as of 10/1/2002
Account Examiner Supervisor 12-14	\$18.37	\$30.56
Activities Therapy Aide Supervisor 10-11	\$15.19	\$21.59
Administrative Technician Supervisor 10-12	\$15.83	\$26.03
Automotive Mechanic Supervisor 11	\$18.19	\$23.64
Building Trades Supervisor 11	\$18.19	\$23.64
Civil Technician Supervisor 12-13	\$17.38	\$26.11
Departmental Supervisor 10-14	\$15.19	\$30.56
Domestic Services Supervisor 8-12	\$13.50	\$23.88
Electrician Supervisor 11	\$18.19	\$23.64
Electronics Technician Supervisor 12-13	\$17.38	\$26.11
Facilities Supervisor 10-13	\$14.51	\$27.27
Fire and Safety Officer Supervisor 9-11	\$15.08	\$25.12
Groundskeeper Supervisor 10-11	\$16.13	\$21.78
Heavy Equipment Mechanic Supervisor 12	\$19.35	\$25.56
Janitor Supervisor 7	\$14.51	\$18.62
Laboratory Assistant Supervisor 10-11	\$16.36	\$23.78
Maintenance Mechanic Supervisor 11	\$18.19	\$23.64
Medical Technician Supervisor 12-13	\$17.38	\$26.11
Office Supervisor 9-12	\$15.26	\$24.14
Physical Plant Supervisor 12-13	\$19.35	\$29.19
Power Plant Supervisor 11	\$18.19	\$23.64
Reproduction Machines Supervisor 8-11	\$16.13	\$25.56
Secretary Supervisor 10-11	\$15.30	\$20.50
Storekeeper Supervisor 8-9	\$16.13	\$21.78
Unemployment Claims Supervisor 12	\$17.13	\$23.73

MINIMUM REQUIREMENTS

THE MINIMUM REQUIREMENTS LISTED BELOW ARE FOR THE ENTRY-LEVEL ONLY

**ACCOUNT EXAMINER
SUPERVISOR 12-14**

Education: Possession of an associate's degree with a minimum of 16 semester or 24 term hours in accounting courses.

12 Level Experience: Two years of paraprofessional account examiner experience involving the examination and evaluation of the accounting, financial, operational, or control records of public agencies, private organizations, or individuals equivalent to an Account Examiner E10 in state service **OR** one year of paraprofessional experience equivalent to an Account Examiner 11.

**ACTIVITIES THERAPY
AIDE SUPERVISOR 10-11**

10 Level: Two years of experience as an Activities Therapy Aide E8.

**ADMINISTRATIVE
TECHNICIAN
SUPERVISOR 10-12**

10 Level: One year of experience equivalent in responsibility to an Accounting Technician E9, Procurement Technician E9, or Storekeeper Supervisor 8 **OR** one year of bookkeeping supervisory experience equivalent in responsibility to an Office Supervisor 9 (BKPS).

**AUTOMOTIVE MECHANIC
SUPERVISOR 11**

One year of experience equivalent to an Automotive Mechanic 10 **OR** two years of experience equivalent to an Automotive Mechanic E9.

**BUILDING TRADES
SUPERVISOR 11**

One year of experience equivalent to a crew leader in a recognized skilled trade **OR** two years of experience equivalent to the experienced level in a recognized skilled trade.

**CIVIL TECHNICIAN
SUPERVISOR 12-13**

Education: Possession of an associate's degree in civil technology.

12 Level Experience: Two years of experience equivalent in responsibility to a specialized technician at the E10 level **OR** one year of experience equivalent in responsibility to a specialized technician at the 11 level.

**DEPARTMENTAL
SUPERVISOR 10-14**

10 Level: One year of experience equivalent in responsibility to an experienced-level business/administrative technician (E9) or paraprofessional (E10) **OR** one year of experience equivalent to an Office Supervisor 9.

**DOMESTIC SERVICES
SUPERVISOR 8-12**

8 Level: Two years of experience equivalent to a Domestic Services Aide E6 working in a dining room.

**ELECTRICIAN
SUPERVISOR 11**

One year of experience equivalent to an Electrician 10 **OR** two years of experience equivalent to an Electrician E9.

**ELECTRONICS
TECHNICIAN
SUPERVISOR 12-13**

Education: Possession of an associate's degree in electrical, electro-mechanical, or electronics engineering or technology.

12 Level Experience: Two years of experience equivalent in responsibility to a specialized technician at the E10 level **OR** one year of experience equivalent in responsibility to a specialized technician at the 11 level.

**FACILITIES
SUPERVISOR 10-13**

10 Level: Two years of experience equivalent to an Armory Maintenance Worker E8, Janitor 6, Laborer 6, Trades Helper E6, the 7 level in a domestic worker occupation supporting custodial maintenance, or the 8 level in a labor and trades occupation supporting physical building maintenance.

**FIRE & SAFETY OFFICER
SUPERVISOR 9-11**

9 Level: Two years of experience equivalent to a senior level Fire and Safety Officer 8 in state service **OR** three years of experience as an experienced level Fire and Safety Officer E7 in state service.

**GROUNDKEEPER
SUPERVISOR 10-11**

10 Level: Two years of experience as a groundskeeper crew leader.

**HEAVY EQUIPMENT
MECHANIC
SUPERVISOR 12**

Education: Possession of a high school diploma or a GED Certificate.

Experience: One year of experience equivalent to a Heavy Equipment Mechanic 11 **OR** two years of experience equivalent to a Heavy Equipment Mechanic E10.

Special Requirements, Licenses, and Certifications: All positions require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

JANITOR SUPERVISOR 7

Two years of experience equivalent to a Janitor 6.

**LABORATORY
ASSISTANT
SUPERVISOR 10-11**

Two years of experience equivalent in responsibility to a Laboratory Assistant E8 **OR** one year of experience equivalent in responsibility to a Laboratory Assistant 9.

**MAINTENANCE
MECHANIC
SUPERVISOR 11**

One year of experience equivalent to a crew leader in a recognized skilled maintenance trade **OR** two years of experience equivalent to the experienced level (E9) in a skilled maintenance trade.

**MEDICAL TECHNICIAN
SUPERVISOR 12-13**

Education: Possession of an associate's degree in radiologic, dental, or engineering technology; or physical or biological sciences.

12 Level Experience: Two years of experience equivalent in responsibility to a specialized technician at the E10 level **OR** one year of experience equivalent in responsibility to a specialized technician at the 11 level.

**OFFICE
SUPERVISOR 9-12**

9 and 10 Levels: Four years of office experience involving administrative support office practices, including two years of experience equivalent in responsibility to an experienced level (E7) administrative support worker in state service.

**PHYSICAL PLANT
SUPERVISOR 12-13**

12 Level: Five years of experience as a power plant operator or maintenance mechanic, two years of which includes overseeing power plant operations or maintenance mechanics involved in the operation, installation, mechanical maintenance, and/or repair of electrical and mechanical building equipment and systems **OR** two years of experience as a supervisor of two or more skilled building trades, including building construction, alteration, maintenance, and/or repair.

**POWER PLANT
SUPERVISOR 11**

Two years of experience equivalent to a Power Plant Operator 10.

**REPRODUCTION
MACHINES
SUPERVISOR 8-11**

8 Level: Three years experience in a full-range technical complex duplicating operation, including digital-on-demand electronic printing equivalent to the Reproduction Machine Operator 7 **OR** two years equivalent to the Reproduction Machine Operator 8.

NOTE: An associate's degree in the printing field, or completion of a full range printing apprenticeship may be substituted for one year of required Reproduction Machine Operator experience.

**SECRETARY
SUPERVISOR 10-11**

10 Level: Five years of progressively responsible administrative support experience including three years performing secretarial duties equivalent in responsibility to a Secretary 7.

**STOREKEEPER
SUPERVISOR 8-9**

8 Level: Two years of experience equivalent to a Storekeeper 7 or three years of experience equivalent to a Storekeeper E6.

**UNEMPLOYMENT
CLAIMS SUPERVISOR 12**

Education: Completion of two years of college (60 semester or 90 term credit hours).

Experience: One year of experience equivalent in responsibility to an Unemployment Claims Worker 9, or Unemployment Claims Examiner 11, or Unemployment Claims Interviewer 11 in state service **OR** two years of experience equivalent in responsibility to an Unemployment Claims Examiner 10 or Unemployment Claims Interviewer 10 in state service **OR** three years of experience equivalent in responsibility to an Unemployment Claims Worker 8 in state service.

Recognized Alternative To Education: Two years of experience as an Unemployment Claims Worker 9, Unemployment Claims Interviewer 11, or Unemployment Claims Examiner 11 **OR** three years of experience as an Unemployment Claims Interviewer 10 or an Unemployment Claims Examiner 10.

WRITTEN EXAMINATION

- This exam contains several sections of multiple choice items. One of the sections uses video-displayed items. The basic content areas of the exam are managing staff performance, discipline and managing difficult employees, managing conflict, training/career development, staff development/delegation, interpersonal relations with staff and customers, communications skills, reliability/integrity, working with management, managing change, prioritization/effective use of resources, and business knowledge expertise.

EXAMINATION SCHEDULING

- After we have reviewed your application, you will receive an admission notice for the exam. The admission notice should arrive about two weeks before the exam date. The examination may be offered on a weekday or Saturday. Current state employees should contact their department personnel office for their department's policy on administrative leave to take Civil Service examinations.

HOW TO APPLY

- You may apply by completing the **Supervisory Examination (9031)** Application (CS-102_9031) attached to this announcement. The application and announcement are also available on our web site at www.michigan.gov/mdcs.
- **Supervisory Examination (9031)** applications may be faxed, mailed, or e-mailed to one of the following offices:

Department of Civil Service
Capitol Commons Center
400 South Pine Street
PO Box 30002
Lansing, Michigan 48909
FAX (517) 335-0031
e-mail: MDCS-BHRS@michigan.gov

Department of Civil Service
Detroit Regional Office
Cadillac Place, Suite 4-400, 4th Floor
3042 West Grand Boulevard
Detroit, Michigan 48202
FAX (313) 456-4411

- Please direct questions to any of the following Civil Service telephone numbers:

Lansing
(517) 373-3048
TTY (517) 335-0191

Detroit
(313) 456-4400
TTY (313) 456-4409

Outside Lansing or Detroit
Toll-free 1-800-788-1766

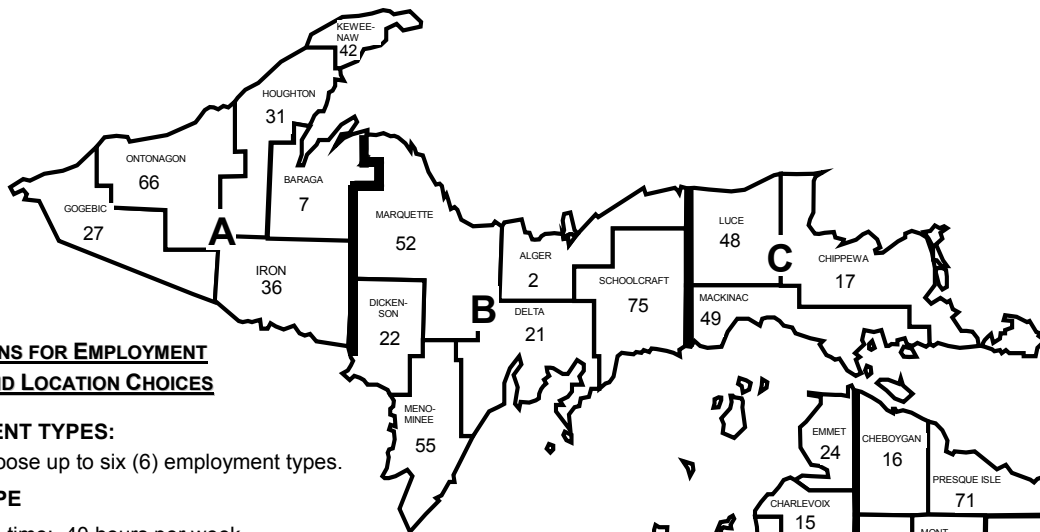
The State of Michigan is an Equal Opportunity Employer

State of Michigan
DEPARTMENT OF CIVIL SERVICE
400 South Pine Street, P.O. Box 30002, Lansing, MI 48909

SUPERVISORY EXAMINATION APPLICATION

All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment. An applicant who refuses to submit to or fails a preemployment drug test, interferes with a test procedure, or tampers with a test sample will be removed from all applicant pools and will be disqualified from state employment for a period of three years. The state of Michigan is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, religion, national origin, ancestry, disability, partisan consideration, age, or sex.

BIOGRAPHICAL DATA			EMPLOYMENT TYPES AND LOCATIONS																												
APPLICANT OR EMPLOYEE ID NUMBER (Leave blank if you do not know your ID number)		AREA CODE/PHONE NO. (Between 8 a.m. and 5 p.m.)		YOU MUST COMPLETE THIS INFORMATION TO BE CONSIDERED FOR ANY JOB. Before completing this section, read the EMPLOYMENT TYPES and LOCATION instructions on the next page. EMPLOYMENT TYPES <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> EMPLOYMENT LOCATIONS <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																											
APPLICANT'S NAME (LAST, FIRST, M.I.)																															
STREET ADDRESS																															
CITY		STATE	ZIP CODE																												
E-MAIL ADDRESS (if available)																															
CERTIFICATION: Complete the application and read carefully before submitting. <i>By submitting this application and any attachments, the applicant named above certifies to the Department of Civil Service that all information provided is true and accurate and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify applicants from consideration for employment with the state of Michigan; or if hired, may be grounds for termination at a later date. Previous employers may be contacted for verification.</i>																															
TEST LOCATIONS — Select one site where you would like to take the written examination, if necessary: <input type="checkbox"/> 10. Detroit <input type="checkbox"/> 30. Lansing <input type="checkbox"/> 70. Ironwood <input type="checkbox"/> 80. Marquette <input type="checkbox"/> 90. Sault St. Marie																															
RACE/ETHNIC/GENDER INFORMATION Optional—for reporting purposes only						ACCOMMODATIONS INFORMATION PROVIDED ON AN INDIVIDUAL'S DISABILITY IS CONFIDENTIAL, NOT SUBJECT TO THE FREEDOM OF INFORMATION ACT, AND CANNOT BE SHARED WITHOUT THE PERMISSION OF THE APPLICANT. Individuals who meet the federal eligibility requirements may be designated as a handicapper or as an individual with a disability and provided accommodations in completing the application, taking the examination, or participating in the referral process; and in certain instances, in a trial appointment program. <input type="checkbox"/> Check this box, if you believe you are eligible and want to participate voluntarily.																									
WHITE						M F 1 <input type="checkbox"/> <input type="checkbox"/>																									
BLACK (AFRICAN AMERICAN)						2 <input type="checkbox"/> <input type="checkbox"/>																									
AMERICAN INDIAN/ALASKAN NATIVE						3 <input type="checkbox"/> <input type="checkbox"/>																									
HISPANIC						4 <input type="checkbox"/> <input type="checkbox"/>																									
ASIAN/PACIFIC ISLANDER						5 <input type="checkbox"/> <input type="checkbox"/>																									
MULTIRACIAL						6 <input type="checkbox"/> <input type="checkbox"/>																									
JOB INTERESTS — List the specific job titles you are interested in: _____ _____																															
QUALIFICATIONS Check all the boxes below that apply to you. Attach the required documents for each box you check.																															
<input type="checkbox"/> I possess an associate's degree.						Attach a photocopy of your college transcripts.																									
<input type="checkbox"/> I possess certification required for one or more of the classifications covered by this examination.						Attach a photocopy of your training certificate.																									
<input type="checkbox"/> I have experience required for one or more of the classifications covered by this examination.						Complete and attach the Employment Record section of this application.																									



INSTRUCTIONS FOR EMPLOYMENT TYPES AND LOCATION CHOICES

EMPLOYMENT TYPES:

You may choose up to six (6) employment types.

CODE TYPE

- AA Full-time: 40 hours per week.
- AB Part-time: Less than 40 hours per week.
- AC Intermittent: Hours vary in each department based on work load.
- AD Limited-term appointment.
- AQ Noncareer appointment: Job lasts less than 90 full-time days in a year with no employee benefits.
- AE Seasonal: Work is limited to part of the year.

EMPLOYMENT LOCATIONS: (where you are willing to work)

You may choose up to eighteen (18) employment locations.

Use the map on the right and decide the counties (numbers) or regions (bold letters) in which you will accept an offer of employment. If you pick a region (letter), you will be considered for all counties or locations in that region.

You may choose a combination of counties and regions.

EXAMPLE

In this example, the applicant has selected employment type Codes AA, AB, and AE; Regions S and T; and Counties 80, 39, 13, 38, 81, and 37. This applicant would be referred for any full-time, part-time, or seasonal jobs in the counties and regions selected.

EMPLOYMENT TYPES					
AA	AB	AE			

EMPLOYMENT LOCATIONS							
S	T	80	39	13	38	81	37

INSTRUCTIONS:

1. Complete the application.
2. Attach any required documents.
3. Make a copy for your records.
4. **SEND OR TAKE** your completed application to either of the following Department of Civil Service offices:

Lansing Office

Capitol Commons Center
400 South Pine Street
PO Box 30002
Lansing, MI 48909
(517) 373-3030
(517) 335-0191 (TDD Only)*

Detroit Regional Office

Cadillac Place
4th Floor - Suite 4-400
3042 West Grand Boulevard
Detroit, MI 48202
(313) 456-4400
(313) 456-4409 (TDD Only)*

Outside Lansing or Detroit, call 1-800-788-1766.

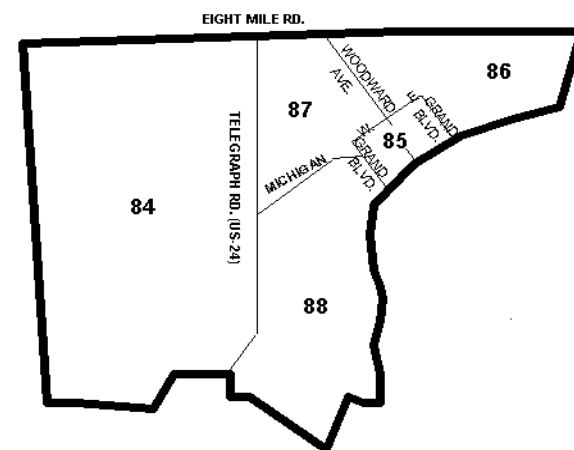
If you have questions about completing this application or would like to obtain Examination Announcements, please contact either of the Department of Civil Service offices listed above.

*Telephone Device for the Deaf

Note: For additional information on state government jobs, visit our Web site at www.michigan.gov/mdcs.

R = WAYNE COUNTY (DETROIT AREA)

IF YOU ARE NOT AVAILABLE FOR ALL OF WAYNE COUNTY, YOU MAY SELECT CERTAIN AREAS OF THE COUNTY BY USING THE NUMBERS FROM THE MAP BELOW.



EMPLOYMENT RECORD

Employment in the Michigan classified service will be verified by reviewing your current position description and payroll record.

Please list below **ALL** of your work experience, starting with your most recent employment and working backwards. Provide a detailed description of regularly assigned, ongoing duties for each job, **including percentage of time spent on each duty**. Attach additional sheets if necessary.

EMPLOYER	JOB TITLE		
STREET ADDRESS	CITY	STATE	ZIP CODE
DATE OF EMPLOYMENT (MONTH/DAY/YEAR) FROM _____ TO _____	AVERAGE HOURS PER WEEK	NUMBER OF EMPLOYEES YOU SUPERVISED	
SUPERVISOR'S NAME		TELEPHONE NUMBER	

DESCRIPTION OF YOUR DUTIES AND THE PERCENTAGE OF TIME SPENT EACH WEEK AT EACH DUTY	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
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47	48
49	50
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67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

[illegible]

EMPLOYER	JOB TITLE		
STREET ADDRESS	CITY	STATE	ZIP CODE
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81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

[illegible]

EMPLOYMENT RECORD

Please list below **ALL** of your work experience, starting with your most recent employment and working backwards. Provide a detailed description of regularly assigned, ongoing duties for each job, **including percentage of time spent on each duty**. Attach additional sheets if necessary.

EMPLOYER	JOB TITLE		
STREET ADDRESS	CITY	STATE	ZIP CODE
DATE OF EMPLOYMENT (MONTH/DAY/YEAR) FROM _____ TO _____	AVERAGE HOURS PER WEEK	NUMBER OF EMPLOYEES YOU SUPERVISED	
SUPERVISOR'S NAME		TELEPHONE NUMBER	

PERCENTAGE	DESCRIPTION OF YOUR DUTIES
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[illegible]

EMPLOYER	JOB TITLE		
STREET ADDRESS	CITY	STATE	ZIP CODE
DATE OF EMPLOYMENT (MONTH/DAY/YEAR) FROM _____ TO _____	AVERAGE HOURS PER WEEK	NUMBER OF EMPLOYEES YOU SUPERVISED	
SUPERVISOR'S NAME		TELEPHONE NUMBER	

PERCENTAGE	DESCRIPTION OF YOUR DUTIES
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[illegible]